

# PepsiCo Warehouse Manager Job Description

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- Ensures that all products are stored in a safe manner and in compliance with company policy and procedures
- Conducts daily inventory of product to ensure that there is no shortage or surplus of any items
- Maintains accurate records of inventory levels for each location
- Makes sure that all incoming shipments arrive at their destination on time.
- Meets with customers to discuss customer needs and requests
- Provides assistance to other employees as needed
- Before invoices are processed, they must be reviewed and approved
- Maintains an organized work area
- Protects the safety of self and others
- Delegates responsibility when appropriate
- Supervises the activities of subordinate employees
- Accountable for ensuring that all equipment used by them meets quality standards
- Confers with management regarding new ideas/suggestions
- Monitors performance of subordinates
- Reports problems to supervisor
- Performs other related duties as assigned.